



DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT INSTITUTE
NONCOMMISSIONED OFFICER ACADEMY
2400 JACKSON BOULEVARD
FORT JACKSON SC 29207-7025

ATSG-NC

7 August 2012

MEMORANDUM FOR ALL INCOMING ALC STUDENTS

SUBJECT: Advance Leaders Course (ALC) Welcome Letter

1. Congratulations on your selection to attend ALC. I'm confident that ALC will be a challenging and rewarding experience for you. This course is designed to ensure you're adequately prepared to perform your duty as a Noncommissioned Officer in our current operating environment (COE). The daily training, mentoring, and feedback regimen in a "task saturated" environment will help you develop the leadership skills and attributes the Army expects its noncommissioned officer to possess. Upon your completion of the course, you'll have a justifiable sense of accomplishment and pride in knowing that you are truly prepared to serve as one of the best of the Army's Noncommissioned Officer.
2. You need to report to the WELCOME CENTER FIRST at bldg 7550, Benning Road upon arrival to sign for lodging, then report to the NCO Academy on your report date (which is the day before day one) and receive a welcome letter containing all of the information you need for the next morning's formation. Day one begins with your first formation and weigh-in. The uniform is the Improved Physical Fitness Uniform (IPFUs). The old physical fitness uniform is not authorized for wear as of 1 Oct 03. Ensure you arrive with the correct uniform. Don't wear restrictive clothing (girdles, spandex, etc.) underneath the IPFU. You must have your Military ID Card, ID Tags, and a pen with you for the weigh in. After the weigh in, you will return to your classroom for further processing and guidance. You will need the following items with you at the next formation following the weigh in:
 - a. Two copies of your orders or DD Form 1610
 - b. Two copies of your permanent profile (if you have a P3/P4, you must have your MMRB results).
 - c. Two copies of your completely filled out Pre-Execution Checklist (April 09) with commander's signature **(if someone other than your commander signs the checklist, assumption orders must be provided).**
 - d. Two copies of your WLC DA Form 1059.
 - e. If, age 40 and over, an over 40 physical (Periodic Health Assessment)

ATSG-NC

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- f. If you have any allergies, make sure you bring your proper identification tags and medication.
- g. Enroll in, complete and print your certificate from the Commanders Safety Course.
- h. Accident Avoidance Course certificate.
- i. APFT Card and Body Fat sheet within 30 days of start date to course.**

3. Personal appearance and conduct during your attendance at the Academy is extremely important. Ensure your uniforms are serviceable and worn IAW AR 670-1. Standards will be enforced by SGLs but your active involvement in the policing of your peers will mitigate the need for an SGL to correct deficiencies. Your first week of class will be extremely busy. You will receive a tremendous amount of information in a short period of time. You will be administered an APFT within 72 hours after your arrival to the course. The APFT that will be administered is used to determine graduation honors. See attached Policy Memorandum 23 for details.

Memorize **the Creed of the Noncommissioned Officer, the Soldiers Creed, and the Army Song** before you get here. The NCOA Website link contains the following:

Student Guide, Rites of Passage, FTX/STX, Graduation Information, NCO Links, Safety Note, Organization Telephone Directory, NCO Academy History, Course Description, Class Schedules and Packing List.

4. Attached are some files that will help in you preparing for the class. Take special note of the file #23 Grad Honors. This is the Policy Memorandum that lays out what is required of you to obtain honors while attending ALC. The NCO Academy website link <http://www.ssi.army.mil/ncoa/default.htm> will help you with your preparation for ALC. Also, it is recommended to bring your own canteen. If you know that you are having problems with some of the courses, please review prior to coming. In Magraders Billeting, they have internet access in the billeting rooms. If you have any questions, please don't hesitate to ask.

5. Once again, welcome to your Academy and much success.

EXCEED THE STANDARD!

//Original Signed//
CHARLES N. LANDRUM
1SG, USA
ALC First Sergeant